

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110050-0

| | | | | | | | |
|---|-------------|---|------------------|---|---|--|--------------------------------|
| REPORTS INVENTORY | | | | | | CONTROL NO. DDS/OF-118 | |
| PREPARE IN DUPLICATE | | | | | | | |
| 1. TITLE OF REPORT (if a fill-in report include Form No.) Office Estimates | | | | | | 2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING | |
| 3. FUNCTIONAL AREA | PERSONNEL | | TRAINING | | ADMIN. GENERAL OTHER (specify) | | |
| | LOGISTICS | | SECURITY | | | | |
| | MEDICAL | | FINANCE | | | | |
| 4. NO. OF COPIES PREPARED 10 | | 5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually | | | 6. DISTRIBUTION (No. of components not number of copies) 3 | | |
| 7. FORMAT (memorandum, form computer print-out, etc) Form | | 8. ADP PROCESSING YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO | | | 9. DIRECTIVE AUTHORITY REQUIRING REPORT PPB | | |
| 10. PREPARING COMPONENT (include lowest level contributing information to report) OF/SS | | | | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) | | | |
| 12. COST FACTORS | | | | | | | |
| A. MANUAL PREPARATION AND REVIEW COSTS | | | | | | | |
| GRADE | HOURLY RATE | X | HOURS PER REPORT | = | COST PER REPORT | X | TIMES PREPARED = COST PER YEAR |
| GS-05 | \$ 3.36 | | 24 | | \$ 80.64 | 1 | \$ 80.64 |
| GS-10 | 5.75 | | 40 | | 230.00 | 1 | 230.00 |
| GS-13 | 9.94 | | 24 | | 238.56 | 1 | 238.56 |
| GS-15 | 12.84 | | 2 | | 25.68 | 1 | 25.68 |
| GS-18 | 17.07 | | 2 | | 34.14 | 1 | 34.14 |
| | | | 92 | | \$609.02 | | \$609.02 |
| B. COSTS OF COMPUTER PRODUCED REPORTS | | | | | | | |
| | | | | | | | |
| TOTAL COSTS PER YEAR | | | | | | \$609.02 | |
| 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Agency requirement to furnish estimates of personnel and funds needed to carry on mission. | | | | | | | |
| 14. FUTURE GOALS | | | | | | | |
| GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input checked="" type="checkbox"/> OTHER (explain) to be determined by PPB <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE | | | | | | ESTIMATED SAVINGS MAN-HOURS DOLLARS | |
| 16. DATE OF INVENTORY | | 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110050-0 | | | | | 18. EXTENSION |